

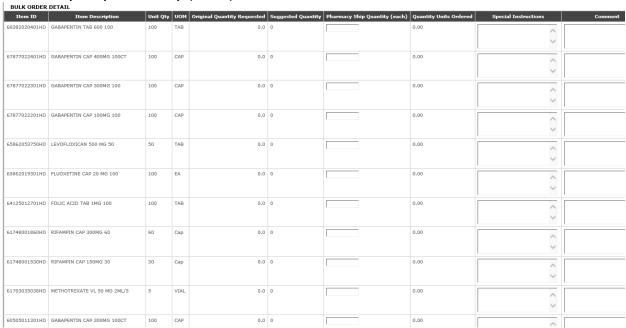
Texas Department of State Health Services



- ➤ ITEAMS is a continuing cycle. You cannot perform one function without completing the others.
 - Place Orders (Bulk Order)
 - Receive Orders (Receiving Tab)
 Bulk orders will add items to your inventory when received
 - Reconcile Inventory (MUST BE DONE EVERY 30 DAYS)
 IDC (Current Inventory) input on-hand-count at time of reconciliation
- When submitting orders, include your full **First and Last Name**. If there are questions on an order, it will be easier to find the person that submitted it.
- Contact the Pharmacy immediately once you determine a mistake on an order has been made. Pharmacy is quick on processing orders.
 (512) 776-7500 or ITEAMS.PharmacyHelpdesk@dshs.texas.gov
- ▶ <u>Do Not</u> use other employees ITEAMS login information. Each user must have their own logins. A "New User" form will need to be completed and submitted to the appropriate Program Approver to obtain login access. Please use the same form to delete a user when no longer employed or utilizing ITEAMS.

Place Order (BULK ORDER)

HD items are ordered under the "<u>Bulk Order</u>" tab. Quantities entered in the Pharmacy Ship Quantity (each) box should be in eaches.



Special Instructions box: You can elaborate specifically what you are requesting per line item. Ex: "I need 4 bottles of 14's" OR "4btls 14's" If your site requires a drug label on the bottle, input specific drug label instructions in the 'special instructions box'.

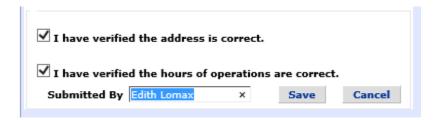
Ex: "Take __ tabs by mouth __ times a day" OR

Clarith: "Take ___ tabs by mouth ___ times per day"

Mino: "Take __ caps by mouth __ times per day"

Rifam: "Take __ caps by mouth as directed"

Comment Box: You can use this box to relay a message to the Pharmacy staff on your order. Ex: "please ship next day air" OR "We will be closed on July 4^{th} "



If you immediately realize that you have made an error, there is a chance you can correct it. From Bulk Order, click on Filter, Enter Order# in box, click Go. The order will show up, click on the line order and ITEAMS will take you to the ordering screen. If the order is editable you can edit. If it is grayed out, you will have to call the pharmacy. With a Bulk Order, you can only change the quantity of a dug line item. You cannot add a drug or delete it. You will have to call the pharmacy.

RECONCILIATION

Reconcile inventory at least every 30-days. ITEAMS will keep track of the last reconcile date and will direct you to reconcile if you are over the 30-day time frame and attempting to place a Bulk Order. Prior to reconciling, receiving must be completed before entering the on-hand counts on the Current Inventory screen.

Conduct an inventory of your drugs. Print the **Tally Sheet** under the Inventory Tab. Follow the items according to the list and check it against your physical inventory on your shelf. Any items that are on your shelf will need to be added into inventory by using the "Add Line" button on the receiving tab.

Tally Sheet

Date:	_//	Site: HD / 00-000000000						
^								
Item ID	Description	Lot	Expiration	Physical Count	Comment			
L6252059944HD	ALENDRONATE SOD TAB 35MG PK/4	560156x	12/31/2099					
65862032904HD	ALENDRONATE SOD TAB 70MG PK/4	ua7011033a	12/31/2099					
45802052555HD	AMMONIUM LACTATE LOT 12% 80Z	3dt0025	12/31/2099					
45802052555HD	AMMONIUM LACTATE LOT 12% 80Z	3et0390	12/31/2099					
62037077760HD	CLARITHOMYCIN ER TAB 500 MG 60	553826a	12/31/2099					
64679095401HD	CLARITHROMYCIN IR TAB 250MG 60	lm10036	12/31/2099					
00591280560HD	CLARITHROMYCIN XL TAB 500MG 60	1037838m	12/31/2099					
49938010130HD	DAPSONE TAB 100MG 30UD	17008	12/31/2099					
49938010230HD	DAPSONE TAB 25MG 30UD	14606	12/31/2099					
64125012701HD	FOLIC ACID TAB 1MG 100	c01915	12/31/2099					

From the tally sheet, input your on-hand counts in the column "Quantity Total Items on Hand", then click on save. Quantities should be in eaches (pills, tubes, jars, etc.). Click Save.

Current Inventory



Please enter your current inventory. Only include state-provided items (not privately purchased).

- 1. Physical on-hand count is required each month.
- 2. On hand count should be by Item ID and Description.
- 3. You must click "Save" at the bottom of the screen after entering your inventory.

Date	Item ID	Item Long Description	Alert	Lot	Expiration	UOM	Unit Qty	MSL	Quantity Total Items On Hand
6/15/2017	16252059944HD	ALENDRONATE SOD TAB 35MG PK/4		560156x	12/31/2099	TAB	4	0	800
6/15/2017	65862032904HD	ALENDRONATE SOD TAB 70MG PK/4		ua7011033a	12/31/2099	TAB	1	0	800
6/15/2017	45802052555HD	AMMONIUM LACTATE LOT 12% 80Z		3dt0025	12/31/2099	Bot	1	0	100
6/15/2017	45802052555HD	AMMONIUM LACTATE LOT 12% 80Z		3et0390	12/31/2099	Bot	1	0	800
6/15/2017	62037077760HD	CLARITHOMYCIN ER TAB 500 MG 60		553826a	12/31/2099	TAB	60	0	12000
6/15/2017	64679095401HD	CLARITHROMYCIN IR TAB 250MG 60		lm10036	12/31/2099	TAB	60	0	12000
6/15/2017	00591280560HD	CLARITHROMYCIN XL TAB 500MG 60		1037838m	12/31/2099	TAB	60	0	12000
6/15/2017	49938010130HD	DAPSONE TAB 100MG 30UD		17008	12/31/2099	Tab	30	0	6000
6/15/2017	49938010230HD	DAPSONE TAB 25MG 30UD		14606	12/31/2099	Tab	30	0	6000
6/15/2017	64125012701HD	FOLIC ACID TAB 1MG 100		c01915	12/31/2099	TAB	100	0	6000

Save Cancel

SUMMARY OF RECONCILIATION

Step 1: Complete Receiving

Step 2: Print out the Talley Sheet and inventory drugs on shelves

Step 3: Input on-hand counts into the Current Inventory screen

Receiving

Bulk orders will add items to your inventory.

Receiving Tab, select an order# from the drop down list. Verify all information is correct (Item, Lot#, Exp Date, Quantity).

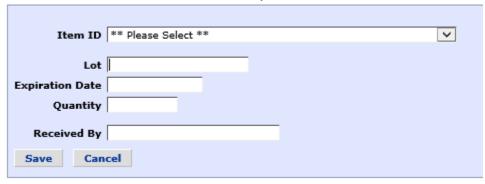
Type in Full Name in Received By box, click save.

Note: when selecting the order# from the drop down list, DO NOT click on the GO button as well. There is a glitch that when both are clicked, ITEAMS will populate an error message: <u>Please contact your support person with the following message</u>; Invalid key value.



To check the status of an Order, click on the Tracking Number link (far right corner). ITEAMS will direct you to the LSO (Lone Star Overnight) website and will give you details of the shipping status.

To manually add items into your inventory, use the "Add Line" button. Select the NDC/Item ID from the drop down list. Enter Lot#, Exp Date, Quantity in eaches, and enter Full Name in Received by box. This will add the items to your inventory.



5 37-14997 Revised 07/12/2017

HD Program Item Description	PHARMACY SHIP QTY	Special Instructions Box
ALENDRONATE SOD TAB 70MG PK/4	total pills	Include Rx Instructions for label
ALENDRONATE SOD TAB 35MG PK/4	total pills	Include Rx Instructions for label
AMMONIUM LACTATE LOT 12% 8OZ	each tube	
CLARITHROMYCIN ER TAB 500MG 60	total pills	Include Rx Instructions for label
CLARITHROMYCIN TAB 500MG 60	total pills	Include Rx Instructions for label
CLARITHROMYCIN IR TAB 250MG 60	total pills	Include Rx Instructions for label
CLARITHROMYCIN IR TAB 500MG 60	total pills	Include Rx Instructions for label
CLARITHROMYCIN TAB 250MG 60	total pills	Include Rx Instructions for label
CLOTRIMAZOLE CRM 1% 15GM	each tube	
DAPSONE TAB 100MG 30UD	total pills	Include Rx Instructions for label
DAPSONE TAB 25MG 30UD	total pills	Include Rx Instructions for label
FERROUS SULFATE 325MG 100	total pills	Include Rx Instructions for label
FOLIC ACID TAB 1MG 100	total pills	Include Rx Instructions for label
GABAPENTIN CAP 100MG 100	total pills	Include Rx Instructions for label
GABAPENTIN CAP 300MG 100	total pills	Include Rx Instructions for label
GABAPENTIN CAP 400MG 100	total pills	Include Rx Instructions for label
GABAPENTIN CAP 600MG 100	total pills	Include Rx Instructions for label
LEVAQUIN TAB 500MG 50	total pills	Include Rx Instructions for label
LUBRIDERM DAILY U/V 16OZ	bottle	
METHOTREXATE TAB 2.5MG 100	total pills	Include Rx Instructions for label
MINOCYCLINE CAP 100MG 50	total pills	Include Rx Instructions for label
MINOCYCLINE CAP 50MG 100	total pills	Include Rx Instructions for label
OFLOXACIN TAB 400MG 100	total pills	Include Rx Instructions for label
PARALUBE TEARS 15ML	each pkg	
PREDNISONE TAB 10MG 100	total pills	Include Rx Instructions for label
PREDNISONE TAB 20MG 100	total pills	Include Rx Instructions for label
PREDNISONE 5MG 100	total pills	Include Rx Instructions for label
RIFAMPIN CAP 150MG 30	total pills	Include Rx Instructions for label
RIFAMPIN CAP 300MG 60	total pills	Include Rx Instructions for label
TRECTOR TAB 250MG 100	total pills	Include Rx Instructions for label
TRIPLE ANTIBIOTIC OIN 1oz	each pkg	
VASELINE JELLY 13oz	bottle	

37-14997 Revised 07/12/2017